

**COBB COUNTY WATER SYSTEM  
APPLICATION FOR PREQUALIFICATION  
FOR WATER AND SEWER LINE CONSTRUCTION**

**Instructions**

**A. General**

Bids are accepted by the Cobb County Water System (CCWS) for most water and sewer line installation projects from contractors who have been prequalified for such work by the CCWS. Interested contractors must complete and submit the Application for Prequalification documents regardless of whether the firm has previously been prequalified for a specific Cobb County Water System project.

These instructions shall be used when completing the Cobb County Water System Contractor Qualification Statement. The information requested must be furnished to CCWS in order for your firm to be considered for prequalification for work on CCWS projects. The prequalification status of all contractors will be re-evaluated on a biennial basis. All contractors will be required to submit a new application at that time; however, firms must submit revised information to CCWS at any time changes occur.

All information submitted for the prequalification process shall become the sole property of the Cobb County Water System. To the extent allowed by law, financial information will be considered confidential by the Cobb County Water System. The CCWS reserves the right, but does not have the obligation, to request the submittal of additional information.

The Applicant is advised that additions to the CCWS list of prequalified contractors are made by the County Board of Commissioners only on a quarterly basis. Contractors must be prequalified before the first advertisement of a particular project to be eligible to submit a bid.

**B. Completeness**

Prequalification Application packages which have not been completed properly or do not include the necessary attachments will be returned for correction without a complete review. The enclosed "Applicant's Checklist" is intended to serve as a reminder of the required information to be included in the submittal. This form must be included with the application.

**C. Forms**

The information requested must be submitted on the forms provided within the Contractor's Qualification Statement. Any additional pages attached to the form must include the Applicant's name and cross references to item numbers on the application form. The Contractor's Qualification Statement shall be filled out in full by typing or legible hand lettering in ink. All pages may be copied as needed. An original and one copy of the Application and required attachments must be submitted to:

Mr. Thomas E. Bailey, P.E.  
Chief Engineer  
Cobb County Water System  
Engineering & Records Division  
660 South Cobb Drive  
Marietta, GA 30060-3105

**D. Qualification**

In determining the Contractor's qualifications, the following factors will be considered: Contractor's experience, staff experience and qualifications, references on completed projects, financial stability (including bonding capacity and insurance coverage), and safety record. Contractors must be licensed as a Utility Contractor by the State of Georgia to perform work for the Cobb County Water System.

The Contractor's experience will be evaluated to determine similarity to Cobb County Water System projects and the conditions and situations typically encountered in our work. Preference in the evaluation of experience is given to work performed by the Applicant as the prime contractor under contract with a municipal utility (i.e., city, county, or authority). Utility-related work performed in the private sector (i.e., shopping centers, apartments, subdivisions, schools, etc.) will be considered as comparable experience only to the extent that it includes the "Similar Project" components listed in the Application form. Note that all projects listed as similar experience must have been performed under the Applicant's current company name.

Applicants will be evaluated for prequalification for both water main and sewer line construction, unless the Applicant indicates a desire for consideration for only one category. If the CCWS adjudges the Applicant does not qualify for one of the categories, the prequalification may be restricted to "Water Projects Only" or "Sewer Projects Only".

**E. Bonds and Insurance**

The CCWS requires performance and payment bonds in the full amount of the bid on each project, in addition to appropriate insurance coverage for the Contractor. A copy of the "Insurance Requirements for Contractors" for Cobb County is attached. The CCWS will require certificates of insurance prior to executing contracts.

**F. Policy**

A copy of the Cobb County's Policy on Pre-Qualification of Contractors is attached. Additional information regarding the prequalification process is contained therein.

**G. Georgia Security & Immigration Compliance Act**

Applicants are advised that all Contractors performing work for Cobb County must comply with the requirements of O.C.G.A. Sec. 13-10-91 (the "Georgia Security & Immigration Compliance Act") and Rule 300-10-1-.02 of the Rules of the Georgia Department of

Labor. The procedures and requirements of the Cobb County Government related to the Georgia Security & Immigration Compliance Act, along with the affidavits and a compliance certification form are included in the bid documents of all Cobb County Water System projects. Completed affidavits and forms are to be submitted with the bid on a project or at the time of contract execution for an awarded project, as indicated in the specific bid documents. Bids submitted without the required affidavits will be considered non-responsive and will be disqualified from further consideration.

#### **H. Disadvantaged Business Enterprises (DBE) Participation**

Cobb County Government encourages the participation of all businesses in offering their services and/or products. The Cobb County Government has the goal to fairly and competitively procure the best product at the most reasonable cost.

While the Cobb County Government does not administer a Disadvantaged Business Enterprise (DBE) certification program, the County does desire to identify DBE participation in our contracts and to quantify that participation. The Contract Documents of Cobb County Water System projects will include information regarding the identification of the DBE status of contractors and/or subcontractors, along with forms to be used for reporting the participation

#### **I. Other**

The prequalification of a Contractor will not deprive the Cobb County Water System of the right to reject any bid, where other circumstances and developments have, in the opinion of the County, changed the qualification or responsibility of the Contractor.

The prequalification of a Contractor through this process shall not be construed as approval for that Contractor to bid on any Cobb County Water System project; rather, only on those projects so indicated in the project's Advertisement for Bids. Depending on the nature and/or complexity of a particular project, a separate prequalification process may be necessary.

This form, its completion by the Contractor, and its use by the Owner, shall not give rise to any liability on the part of the Owner to the Contractor or any third party or person. This is not a solicitation for bid. No guarantees are made or implied that a project will be constructed, either in part or whole. The Contractor/Applicant accepts all risks and cost associated with the completion of the qualification package without financial guarantee.

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**Insurance Requirements for Contractors**

The following requirements are included in each construction contract issued by the Cobb County Water System as Section 00750 of the Contract Documents. The Applicant must provide evidence of coverage and applicable endorsements at the time the contract is executed. Note that the need for Builder's Risk coverage will be assessed by the Owner on a project-by-project basis. Section 00750 reads as follows:

The **Contractor** shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of the work hereunder by the **Contractor**, his agents, representatives, employees, or subcontractors.

**1. MINIMUM LIMITS OF INSURANCE**

**Contractor** shall maintain limits no less than:

**A. General Liability**

\$1,000,000 General Liability, combined single limit per occurrence, for bodily injury, personal injury, property damage, contractual liability, and broad form property damage.

**B. Automobile Liability**

\$1,000,000 Automobile Liability, combined single limit per accident, for bodily injury and property damage, including owner, non-owned, hired, leased or rented vehicles.

**C. Workers' Compensation and Employers' Liability**

\$100,000 Employers' Liability limit per accident and Worker's Compensation limits as required by the Labor Code of the State of Georgia.

**D. Builder's Risk (if required)**

Full amount of Bid. (Note: Refer to the Special Conditions section of these Contract Documents concerning the need for Builder's Risk coverage on this project).

**2. DEDUCTIBLES AND SELF-INSURED RETENTION**

Any deductibles or self-insured retentions must be declared to and approved by the **Owner**. At the option of the **Owner**, either the insurer shall reduce or eliminate such deductibles or self-

insured retentions as respects the **Owner**, its officers, officials, and employees; or the **Contractor** shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

### 3. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

#### A. General Liability and Automobile Coverage

1. The **Owner**, its officers, officials, employees, and volunteers are to be covered as additional named insureds as respects liability arising out of activities performed by or on behalf of the **Contractor**; products and completed operations of the **Contractor**; premises owned, occupied or used by the **Contractor**; or automobiles owned, leased, hired or borrowed by the **Contractor**.

The coverage shall contain no special limitation on the scope of protection afforded to the **Owner**, its officers, officials, employees, or volunteers. Nothing in this paragraph shall be construed to require the **Contractor** to provide liability insurance coverage to the **Owner** for claims asserted against the **Owner** for its sole negligence.

2. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the **Owner**, its officers, officials, employees, or volunteers.
3. The **Contractor's** insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

#### B. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the **Owner**, its officers, officials, employees, and volunteers for losses arising from work performed by the **Contractor** for the **Owner**.

#### C. Builder's Risk (if required)

The **Contractor** shall secure all-risk type of builder's risk insurance covering work performed under the Contract, and materials equipment or other items to be incorporated therein, while the same are located at the construction site, stored off-site, or at the place of manufacture. The policy shall cover not less than losses due to fire, flood, explosion, hail, lightning, weather, vandalism, malicious mischief, wind, collapse, riot, aircraft, smoke or other cataclysmic events, until the date of final acceptance of the work.

The making of progress payments to the **Contractor** shall not be construed as relieving the **Contractor** or his subcontractors or the insurance company or companies providing the coverage described herein of responsibility for loss or direct physical loss, damage or destruction occurring prior to final acceptance.

**D. All Coverage**

Each insurance policy required by this clause shall be endorsed to state should that any coverage be suspended, voided, cancelled or reduced in coverage or in limits, thirty (30) days prior written notice delivered by certified mail, return receipt requested, will be given to the Certificate Holder.

**4. ACCEPTABILITY**

Insurance is to be placed with insurers with a Best's rating of no less than A.VII, or acceptable to the **Owner**.

**5. VERIFICATION OF COVERAGE**

- A.** The **Contractor** shall furnish the **Owner** with five original Certificates of Insurance, each with **original endorsements** affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Each certificate must have an original signature in blue ink or a stamped signature in blue ink. Photocopies are not acceptable.

- B.** The Certificates must include the Cobb County Water System Project Name and Project Number. The Certificate Holder must be shown as:

Cobb County Board of Commissioners  
Cobb County, Georgia  
Attention: Cobb County Water System  
Engineering & Records Division  
660 South Cobb Drive  
Marietta, GA 30060-3105

- C.** The certificates and endorsements naming additional insureds and indicating required waivers are to be submitted with the executed Agreement/Contract and Performance and Payment Bonds, and shall be approved by the **Owner** before work commences. The **Owner** reserves the right to require complete, certified copies of all required insurance policies at any time.

- D.** The endorsements on the certificates must read as follows:

1. The certificate for All Coverage shall include the following Cancellation endorsement, worded exactly as follows:

*"Should any coverage be suspended, voided, cancelled or, reduced in coverage or in limits, thirty (30) days prior written notice will be given to the Certificate Holder.*

2. The certificate for General Liability and Automobile coverage shall include the following endorsement, worded exactly as follows:

*"Owner, its officers, officials, employees and volunteers are covered as additional insureds as respects liability arising out of actions performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor."*

3. The certificate for Worker's Compensation and Employers' Liability coverage shall include the following endorsement, worded exactly as follows:

*"The insurer agrees to waive all rights of subrogation with respect to Worker's Compensation and Employers' Liability Coverage against the Owner, its officers, officials, employees, and volunteers for losses arising from work performed by the Contractor for the Owner."*

## **6. SUBCONTRACTORS**

**Contractor** shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

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**COBB COUNTY**  
**POLICY ON PRE-QUALIFICATION OF CONTRACTORS**

The following four pages entitled “Proposed Revision – July 12, 2005, Policy on Pre-qualification of Contractors” is Cobb County’s current contractor prequalification policy, as adopted by the Board of Commissioners on July 12, 2005.

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**PROPOSED REVISION -JULY 12, 2005**  
**POLICY FOR PRE-QUALIFICATION OF CONTRACTORS**

**PURPOSE AND SCOPE**

To provide direction and policy for the prequalification of general contractors (involving multiple subcontractors) for Cobb County facility and building construction or renovation projects, Cobb County Water System water and sewer line contractors, and for Department of Transportation projects to allow the selection of the most qualified and most responsible construction contractors at the best price for County projects. When utilized, this policy will eliminate repeating the process of determining qualifications of contractors each time a project is needed. Prequalification is most practical for those services which are sought on a regular and frequent basis and where the nature of the scope of work for which future services will be sought is sufficiently standardized to allow the necessary qualifications to be determined and evaluated separately from a specific scope of work. This policy is not intended to preempt the County from choosing to pre-qualify contractors on a project by project basis, particularly where related experience on a large and/or highly specific project may be more important than price. Any provision in this policy that is or may become in conflict with controlling state law, shall be deemed null and void.

**A. GENERAL POLICY**

- 1) Under a prequalification process, firms will be asked to respond to a Request for Qualifications ("RFQ") which has been developed for a particular type of construction services. The qualifications submitted by each firm in response to the RFQ will be evaluated by a Review Committee(s) (the "Committee") appointed by the County Manager. The Committee will make a recommendation to the Board of Commissioners as to whether a firm should be included on a list of approved firms to perform the particular type of construction services. No RFQ will be accepted or considered from a firm having a pending citation for violating any provision of The Official Code of Cobb County, Georgia as of the deadline for submitting the RFQ. This policy shall extend to any member, officer, partner, subsidiary or affiliate thereof. This exclusion shall extend to a firm which incurs a pending citation after submitting an RFQ but before recommendation is made to the Board of Commissioners, if the citation remains pending at such time.
- 2) Multiple lists of qualified firms may be created by the Board of Commissioners when there is a sufficient degree of variance in size, type, and/or difficulty of scope of work or services to be rendered. This allows qualified firms of all sizes to have the opportunity to provide services to Cobb County. Multiple lists of qualified firms may also be created by the Board of Commissioners for each individual County department that is responsible for implementing construction projects covered by this policy.
- 3) A firm may be removed from any approved list by the Board of Commissioners pursuant to paragraph B, section 8 of this Policy if it performs unsatisfactorily, becomes financially unstable, regularly fails to submit bids on County projects, or for any other

**PROPOSED REVISED VERSION -JULY 12, 2005**  
**POLICY ON PRE-QUALIFICATION OF CONTRACTORS**

reason deemed to be in the best interest of the County. Additionally, upon the recommendation of the Agency Director of Cobb County Community Development, a firm may be removed from any approved list by the Board of Commissioners which has a pending citation for violating any provision of the Official Code of Cobb County, Georgia (including any member, officer, partner, subsidiary, or affiliate thereof). Removal pursuant to this authority shall not be subject to the provisions of Section 8 hereof.

- 4) Unless extended pursuant to the terms of this Policy, every two (1) years the existing lists will be abandoned and the pre-qualifying process will begin anew.

**B. PRE-QUALIFICATION PROCESS:**

- 1) Prequalification shall be used as the first step of the competitive selection process for selection of contractors to identify eligible contractors for covered projects.
- 2) The lists of pre-qualified contractors will be developed every two (2) years through a competitive, advertised proposal response process. Advertisement for RFQ's will be for four (4) consecutive weeks, or as provided by law, and will be published in the legal organ of the County.
- 3) The RFQ's will be prepared by the Committee(s). The RFQ will request information concerning the contractor's experience, staff experience, staff qualifications, previous work experience, financial stability (including bonding capacity and insurance), references, conflicts of interest, location of established office in the metro Atlanta area, and other pertinent information. These criteria will be used by the Committee(s) to evaluate the capability of the contractor to perform.
- 4) Contractors who are not on a pre-qualified list and who wish to be pre-qualified during the two (2) year period may submit a response in compliance with the original Request for Qualifications at any time during the two (2) year prequalification period. If necessary, at the end of each calendar quarter, the Committee(s) will review all interim applications received during such quarter. The applicable quarters end on January 1, April 1, July 1 and October 1 of the first year and January 1, April 1 and July 1, of the second year of the prequalification period, unless extended in which event the same schedule of quarters for the first year shall apply. In order for an interim application to be considered in a particular quarter it must be received by the Purchasing Department before 5:00 p.m. on these dates. Should any date referenced within this paragraph fall on a Saturday, Sunday or County Holiday, the deadline for submission of responses shall be 5:00 p.m. on the first County workday following said dates. Approved prequalification of all contractors shall expire at the end of the two (2) year period, whether approved at the beginning or during the prequalification period. Any pre-qualified list may be extended beyond the two year period upon approval by the Board of Commissioners.
- 5) On all construction or renovation projects anticipated to exceed \$100,000 or any other amount which may be specified by State law or Cobb County ordinance, there shall be an advertisement for bids in the local organ and/or the internet for four (4) consecutive weeks requesting bids only from contractors on the appropriate pre-qualified list(s). Bids received for construction projects covered under this policy from contractors not on a

**PROPOSED REVISED VERSION -JULY 12, 2005**  
**POLICY ON PRE-QUALIFICATION OF CONTRACTORS**

pre-qualified list will be rejected and returned unopened. Bids will be awarded to the lowest responsive bidder.

- 6) On all construction or renovation projects anticipated to exceed \$25,000, acceptable performance and payments bonds, as defined in the Invitation to Bid for each respective project, shall be required to be submitted to the County after the contractor has been provided notice of award but prior to the County execution of the contract and issuance of notice to proceed. If any applicable law requires bonds for lesser valued projects, that law will control.
- 7) The department responsible for the construction project will evaluate the contractor's performance at the end of each project to determine their eligibility to remain on the pre-qualified list. Evaluation criteria will include but not be limited to the contractor's ability to meet the construction schedule and work within the construction budget; the quality of work; analysis of change orders; administration of the construction project (pay requests, etc.); and the manner with which the contractor works with the architect and county staff.
- 8) A contractor may be removed from the prequalification list at any time based on failure to perform satisfactorily, misrepresentation of qualifications, failure to respond to three consecutive Invitations to Bid, financial instability, or for other reasons deemed to be in the best interest of the County. Notice to the contractor in writing stating reasons for recommended removal will be given by the County.

The contractor recommended to be removed from the list must be notified in writing thirty (30) calendar days prior to the effective date of removal. The notice must outline the reasons for the recommendation and offer the opportunity for the contractor or the contractor's representative to meet with the Committee and provide evidence that the reasons for removal are not valid. The Committee will hear the evidence and decide whether the proposed removal is justified. If the Committee does not reverse its recommendation for removal, the recommendation will be forwarded to the Board of Commissioners.

The contractor will have the right to appeal the decision of the committee to the Board of Commissioners within thirty (30) calendar days of the date of the Committee's decision. The appeal must be filed with the County Clerk. If an appeal is not timely filed, the committee may request the Board remove the contractor.

Notwithstanding the above, the County may abandon its pre-qualification policy at anytime and the pre-qualified lists shall become null and void. Additionally, nothing contained in this Policy shall serve to create any vested right or property interest with regard to any person or entity being on a pre-qualified list, and no due process shall apply.

- 9) Board of Commissioners' authorization is required to add or delete any contractor from any pre-qualified list. Recommended additions to the list of pre-qualified firms will be presented to the Board of Commissioners on an as needed basis.

**PROPOSED REVISED VERSION -JULY 12, 2005**  
**POLICY ON PRE-QUALIFICATION OF CONTRACTORS**

**C. PRE-QUALIFIED LISTS**

Pre-qualified lists of general contractors will be developed and maintained by the Purchasing Department for the following categories:

1. **PROPERTY MANAGEMENT** - General Building Construction and Renovation Projects administered by the Property Management Department
  - a. Covered projects valued at greater than \$250,000 but less than \$1,000,000
  - b. Covered projects valued between \$1,000,000 and \$10,000,000
  - c. Covered projects valued \$10,000,000 and greater
2. **PARKS, RECREATION AND CULTURAL AFFAIRS** Non-Building, Sports or Recreational Facility Construction and Renovation Projects administered by the Parks, Recreation and Cultural Affairs Department
  - a. Covered projects valued at greater than \$250,000 but less than \$1,000,000
  - b. Covered projects valued between \$1,000,000 and \$10,000,000
  - c. Covered projects valued \$10,000,000 and greater
3. **WATER SYSTEM** -Water and sewer line contractors shall be developed and maintained by the Water System for the following categories:

Water and Sewer line projects -All projects regardless of size or value
4. **DEPARTMENT OF TRANSPORTATION** - All Department of Transportation projects.

While DOT does not pre-qualify its contractors for County-funded projects, Department of Transportation may utilize the Georgia Department of Transportation pre-qualified contractors list for projects utilizing state and/or federal funds.
5. **OTHER PROJECTS** - The County reserves the right to pre-qualify any project of a more complex or special nature on an individual project basis.

**COBB COUNTY WATER SYSTEM  
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**Contractor's Qualification Statement**

1. Name of Contractor: \_\_\_\_\_  
(AS REGISTERED WITH THE SECRETARY OF STATE)
2. Contact Information:
  - a. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  - b. Business Address: \_\_\_\_\_  
\_\_\_\_\_
  - c. Telephone number: (\_\_\_\_) \_\_\_\_\_
  - d. Fax number: (\_\_\_\_) \_\_\_\_\_
  - e. Email Address: \_\_\_\_\_
3. Licensing:
  - a. State of Georgia Utility Contractor, Number: \_\_\_\_\_
  - b. Business License, Number: \_\_\_\_\_ County of Issue: \_\_\_\_\_
4. If Contractor is a corporation, indicate:
  - a. State of incorporation: \_\_\_\_\_
  - b. Names and addresses of officers of the corporation and their length of time with corporation. Indicate by an asterisk (\*) those authorized to sign contracts.

_____	_____ years
_____	_____ years
_____	_____ years
_____	_____ years
  - c. Number of years corporation has been in business \_\_\_\_\_
5. If Contractor is a partnership, indicate:
  - a. Names and addresses of all partners:  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Date of organization: \_\_\_\_\_

6. If Contractor is sole proprietorship, how long have you been in continuous business? \_\_\_\_\_
7. How many persons does your company permanently employ? \_\_\_\_\_
8. How many years of experience in the proposed type and size of construction work has your organization had as a general contractor? \_\_\_\_\_
9. Have you ever failed to complete any work awarded to you?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

➔ *If yes, attach a detailed explanation.*

10. List all names previously used by Contractor:

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11. List all companies, firms, or organizations that own any part of your organization:

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12. Provide a summary of the background and experience of the members of your organization who perform key functions on construction projects. The summary must include the individual's name, position and number of years with the firm, details regarding work experience with project names and dates, information about education, specialized training and/or certifications, and other pertinent information. At a minimum, the following positions on your project team shall be identified in this submittal.

Office Management  
Principal-in-Charge  
Project Manager  
Safety Manager  
Certified Utility Manager

Jobsite Management  
Project Superintendent  
Safety Representative  
Erosion Control Specialist

➔ *Attach personnel summaries that include experience for at least ten years, with emphasis on projects completed in the last five years.*

13. Submit an audited or reviewed financial statement for each of the past three years, including the most recent fiscal year activity. The statements must be prepared by an independent, licensed certified public accountant. Financial statements must include balance sheets, income statements, a statement of retained earnings, supporting schedules, and notes.

➔ *Provide Financial Statements for the last three years, including the most recent fiscal year.*

14. What is your approximate bonding capacity?

a. Single Project Capacity: \$\_\_\_\_\_

b. Total Aggregate Capacity: \$\_\_\_\_\_

c. Remaining Capacity: \$\_\_\_\_\_

➔ Provide a current letter from your surety company agent that certifies the bonding limits stated above.

15. What is the name and AM Best rating of your bonding company? List the name and telephone number of your bonding company agent.

Bonding Company: \_\_\_\_\_ AM Best Rating: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

16. Have you ever been refused surety, bond, or liability insurance?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

➔ If yes, attach an explanation.

17. Liability Insurance: Provide the following information regarding your insurance coverage.

a. Name of Primary Agent or Broker: \_\_\_\_\_

b. Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

c. Indicate current insurance coverage amounts in the table below:

	Commercial General Liability	Automobile Liability	Workers Comp.	Other
Name of Carrier				
Amount – Single				
Amt. - Aggregate				
Expiration Date				

➔ Provide a copy of a current Certificate of Liability Insurance that confirms the coverage information listed above.

18. Safety Information: Obtain from your insurance agent/broker/carrier your Experience Modification Rate (EMR) for the past three years and list these Rates in the spaces provided below.

Year	Experience Modification Rate
20__	
20__	
20__	

➔ Provide a copy of your workers compensation insurance carrier's documentation showing calculation of your EMR for the most current year.

19. Has your firm received any OSHA violations (citations) in the past three years?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

➔ If yes, attach a separate page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation was issued, the amount of penalty paid, if any. This question must be answered "Yes" and information provided if

*citations have been appealed or contested, but have not yet been resolved. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.*

20. Do Applicant's business policies conform with government regulations regarding nondiscrimination of employment and employment practices on the basis of sex, race, color, national origin, ancestry, age, religious conviction, veteran status, handicap status, political beliefs or non-job related criteria?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

21. Has the Applicant been assessed liquidated damages on any project in the past five years?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

➔ *If yes, attach a detailed explanation.*

22. Has the Applicant been involved in claims, arbitration, mediation, and lawsuits on public works projects, either a plaintiff or defendant, in the last five years?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

➔ *If yes, attach a separate sheet listing the name of the claim, the nature of the claim, when and where filed, status, final disposition if resolved, and the name and location of the project involved.*

23. Does your firm (including any member, officer, partner, subsidiary or affiliate thereof) have a pending citation for violating any provision of The Official Code of Cobb County, Georgia at the current time?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

➔ *If yes, attach a separate sheet with a detailed explanation of the Code violation and the status of the resolution of the citation.*

24. Provide a list of the major items of equipment that are available for water main and sewer line construction. Indicate any equipment items that are leased.

➔ *Attach a detailed list denoting owned and leased major equipment.*

25. Submit information regarding your experience (use the attached Form for Similar Projects and References) including for a minimum of three water main construction projects and three sewer line construction projects completed by your firm over the past six years. The names, addresses, location of the jobs performed, contract amounts, dates, and reference contact names with telephone numbers must be indicated on the form. Please be complete and ensure that all reference contact information is accurate and current. Letters of Reference may be submitted if desired; but only in addition to the current reference contact information.

One Form for Similar Projects and References shall be completed for each project, using the blank form (water and/or sewer) attached. Supplemental information in other formats may also be attached to the Form if desired; however, a completed Form must be submitted for each project. A "Similar Project" is considered to involve at least 500 linear feet of pipeline installation and to include the following components in varying combinations:

- a. Construction within the right-of-way of an active public roadway and/or at a roadway intersection, requiring traffic control/diversion/maintenance;
- b. Adjustment of manhole rings and covers (sewer);
- c. Sewage by-pass;
- d. Connection to an existing water main (water; wet-tap or cut-in);



- e. Temporary water main and/or service connections (water);
- f. Rock excavation;
- g. Construction within an established neighborhood involving interface with homeowners, landscape restoration, and pavement replacement, and;
- h. Coordination and work in conjunction with other active, in-service utilities.

➔ *Provide a Form for Similar Projects and References for each of at least three water main and sewer line construction projects completed within the past six years.*

26. Forms: The forms to be completed and submitted with the Application follow this page.

- ➔ *Affidavit for Contractor*
- ➔ *Form for Similar Projects and References – Water Main Installation (copy as needed)*
- ➔ *Form for Similar Projects and References – Sewer Line Installation (copy as needed)*
- ➔ *Applicant's Checklist*

*Note: This symbol (➔) indicates required attachments.*

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## AFFIDAVIT FOR CONTRACTOR

I, the undersigned, \_\_\_\_\_ (typed name) as the authorized representative for \_\_\_\_\_ (typed company name), an interested contractor on Cobb County Water System projects, do hereby attest that all statements and representations made herein are true and correct to the best of my knowledge. These statements are made openly and freely without intent to influence or embellish actual conditions or circumstances that occurred.

I understand that the Cobb County Water System will investigate any and all statements and representations in this application made by my firm and me and we freely give our permission for them to do so. Should releases be required by any of our professional, financial, or bonding institutions to release verification of the enclosed data, I have provided them in the application package. I agree to waive any claims against the Cobb County Water System for the release of the information necessary to evaluate this application.

I am hereto sworn \_\_\_\_\_ (signature)

\_\_\_\_\_ (title)

\_\_\_\_\_ (firm name)

This date \_\_\_\_\_, \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of

\_\_\_\_\_

\_\_\_\_\_ (Notary signature) \_\_\_\_\_ (serial no.)

\_\_\_\_\_ (typed Notary name)

My commission expires \_\_\_\_\_

## **FORM FOR SIMILAR PROJECTS AND REFERENCES – WATER MAIN INSTALLATION**

Name of Contractor: _____			
Project Name: _____			
Location: _____			
Project Owner: _____			
Address: _____			
Contact Person: _____			
Contact Person Telephone: _____			
Project Engineer: _____			
Address: _____			
Contact Person: _____			
Contact Person Telephone: _____			
Contract Dates:		Date of Notice to Proceed:	Date of Final Completion:
Contract Amount:	Original:	\$	Final: \$
Description of Water Mains:			
Pipe Size:		Pipe Material:	
No. of Valves:		Pipe Length:	
Pipe Size:		Pipe Material:	
No. of Valves:		Pipe Length:	
Did you provide performance and/or payment bonds on this project? Yes ____ No ____			
Was this water main constructed within the right-of-way of an active public roadway and/or at a road intersection? Yes ____ No ____			
Did this project require traffic control, diversion, and maintenance within the right-of-way and/or at a road intersection? Yes ____ No ____			
Did this project include the connection to an existing water main (wet tap or cut in)? Yes ____ No ____			
Did this project include rock excavation? Yes ____ No ____			
Was this water main constructed in an established neighborhood? Yes ____ No ____			
Did this project include the restoration of landscaped yards? Yes ____ No ____			
Did this project include pavement replacement? Yes ____ No ____			
Did this project include the coordination and work in conjunction with other utilities? Yes ____ No ____			
Did this project include a temporary water main or temporary service connections? Yes ____ No ____			
Were you the licensed utility contractor on this project under your current company name? Yes ____ No ____			
Comments: _____			

*Copy this form for additional Similar Projects – Water Main Installation*

## **FORM FOR SIMILAR PROJECTS AND REFERENCES – SEWER LINE INSTALLATION**

Name of Contractor: _____					
Project Name: _____					
Location: _____					
Project Owner: _____					
Address: _____					
Contact Person: _____					
Contact Person Telephone: _____					
Project Engineer: _____					
Address: _____					
Contact Person: _____					
Contact Person Telephone: _____					
Contract Dates:		Date of Notice to Proceed:		Date of Final Completion:	
Contract Amount:		Original: \$		Final: \$	
Description of Gravity Sanitary Sewer Line:					
Pipe Size:		Pipe Material:			
No. of Manholes:		Pipe Length:			
Pipe Size:		Pipe Material:			
No. of Manholes:		Pipe Length:			
Did you provide performance and/or payment bonds on this project? Yes ____ No ____					
Was this gravity sanitary sewer line constructed within the right-of-way of an active public roadway and/or at a road intersection? Yes ____ No ____					
Did this project require traffic control, diversion, and maintenance within the right-of-way and/or at a road intersection? Yes ____ No ____					
Did this project include the adjustment of manhole rings and covers? Yes ____ No ____					
Did this project include rock excavation? Yes ____ No ____					
Was this gravity sanitary sewer line constructed in an established neighborhood? Yes ____ No ____					
Did this project include the restoration of landscaped yards? Yes ____ No ____					
Did this project include pavement replacement? Yes ____ No ____					
Did this project include the coordination and work in conjunction with other utilities? Yes ____ No ____					
Did this project include raw sewage bypass? Yes ____ No ____					
Were you the licensed utility contractor on this project under your current company name? Yes ____ No ____					
Comments: _____					

*Copy this form for additional Similar Projects – Sewer Line Installation*

**COBB COUNTY WATER SYSTEM  
APPLICATION FOR PREQUALIFICATION  
FOR WATER AND SEWER LINE CONSTRUCTION**

**Applicant's Checklist**

Applicant Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

- |  |                          |
|--|--------------------------|
| Contractor's Qualification Statement form filled out in its entirety?                                    | <input type="checkbox"/> |
| Information regarding failure to complete work attached (if applicable)?                                 | <input type="checkbox"/> |
| Background and experience summaries for key personnel attached?  | <input type="checkbox"/> |
| Financial statements attached?   | <input type="checkbox"/> |
| Letter from bonding company agent attached?  | <input type="checkbox"/> |
| Information regarding inability to obtain surety, bond, or liability insurance attached (if applicable)? | <input type="checkbox"/> |
| Certificate of Liability Insurance form attached?  | <input type="checkbox"/> |
| Workers Compensation Experience Rating form for most current year attached?                              | <input type="checkbox"/> |
| OSHA citation information attached (if applicable)?  | <input type="checkbox"/> |
| Liquidated damages assessment information attached (if applicable)?                                      | <input type="checkbox"/> |
| Information regarding claims, arbitration, mediation, and lawsuits attached (if applicable)?             | <input type="checkbox"/> |
| Information regarding pending County Code violation citations attached (if applicable)?                  | <input type="checkbox"/> |
| Equipment list attached?   | <input type="checkbox"/> |
| <u>Form for Similar Projects and References</u> completed in its entirety and attached?                  | <input type="checkbox"/> |
| Signed and notarized <u>Affidavit for Contractor</u> attached?   | <input type="checkbox"/> |
| An original and one copy of forms and attachments submitted?   | <input type="checkbox"/> |

Please submit this form with your application package. Note that the review of applications will not begin until all required information is received.